Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190007-0

SECRET

~~29 August 1951~~

MEMORANDUM FOR CIA RECORDS OFFICER

SUBJECT: Preliminary Survey Report of the Communications Office

A preliminary study of the records problems of the Communications Office has been completed. The ~~preliminary~~ report, supported by attachments A through C3, is submitted for review. The attachments are identified as follows:

Tab A	- Request for Records Management Study
Tab B	- Initial Report of Study
Tab C1	- Background Information
Tab C2	- Statement of the Problem
Tab C3	- Existing Conditions and Procedures

DISCUSSION

During the course of this preliminary study, the scope of which is indicated in Tab C2, the following observations were made:

1. The Communications Office is new(see Tab C1), and untried, even though it once operated as a division of the Office of Special Operations. There has been no adequate "shake-down" period for administrative procedures. As a result, a fluid situation, ~~bordering on confusion,~~ exists(see Tab A, Par. 2 as an example). Any organization undergoing a major reorganization, with its segments taking on new and unfamiliar duties, presents the same problems.

2. As the entire organization is affected so are its parts, the Administrative Staff(including the Mail and Files Section), of the Communications Office, in this case, being no exception. However, ~~it appears that~~ the Mail and Files Section is performing its job well and the Supervisor has, and is continuing to, formulate plans(~~see Tab C2, Par. 2~~) for the functioning of mail and files activities. ~~In fact, I believe that this study was, in part, requested to gain support for and land backing to plans already made or in process of being made.~~

3. The primary difficulty confronting all units of the Communications Office is lack of time to perform necessary mail and filing functions. This lack of time may be divided into two component parts; (a) in physically getting documents to the activity which should take action, and, (b) in filing and finding of filed material. The actual division and branch files seem quite adequate, although there is some need of better indexing and cross referencing.

4. (Typist! see attached page)

5.

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RECOMMENDATIONS

In order to resolve the primary difficulty confronting the units of the Communications Office(as outlined in Par. 3 above), and to ensure maximum control of material with a minimum of control effort, it is recommended that:

1. Certain unnecessary steps now performed in the Mail and Files Section, Administrative Staff, be eliminated and others modified as indicated below.

a. Modify courier receipting procedure(Tab C3, Par. 2b), by preparing only two copies of the courier receipt rather than three as at present, leaving the second copy in the courier receipt book for the courier to sign.

b. Eliminate the handwritten abstract(Tab C3, Par. 2b(14)), made by the Mail and Files Section supervisor, allowing the typist to compose and type the control slips(Tab C3, Par. 2b(20)), in one operation. The supervisor should indicate routing only, thereby saving time for more important duties.

c. Abbreviate all words possible, including security classifications, when control slips are typed.

d. Indicate only the date a document is dispatched from the Mail and Files Section, unless it is not the same as the date received in the Section, thus eliminating unnecessary typing.

e. Route documents to action officers, not just to divisions or branches.

f. Establish a routing guide for the router in the Mail and Files Section. Although it may not be necessary for the router to refer to this guide often, it will provide a quick locator when needed, and will ensure accurate routing in the absence of the Section supervisor.

g. Eliminate all logging and log books, except for top secret documents, in the Mail and Files Section(Tab C3, Par. 2b(18) and (24)). Use control slips as logs(note 'k' below and Par. 2a, Recommendations).

h. Establish the number one copies of the control slips, because of their legibility and good condition, as the primary Control Number File.

i. Establish the number two copies of the control slips as the Suspense File.

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RECOMMENDATIONS(Cont'nd)

j. Establish the number three copies of the control slips as the Source File.

k. Attach all other copies(numbers four, five, and six), to action documents only and forward. If the action officer transfers an action copy of a document to another person, he will return one copy of the attached control slips to the Mail and Files Section with appropriate information noted on it as to where and when he made the transfer. This recommendation sucessfully eliminates all but top secret logging in all units and, at the same time, ensures a firm control of all action or confirmation copies of documents at all times.

l. Destroy all "Retain or Destroy" type material. Return no such documents to the Signal Center.

m. Assign a messenger to the Mail and Files Section to make scheduled, and special, intra-Office mail deliveries. This will save several man hours every day of the time of secretaries and clerks in the divisions and branches who normally carry such mail. This time could then be devoted to maintaining unit files.

2. In addition to the above, which deals almost exclusively with the Mail and Files Section, Administrative Staff, it is further recommended that all units:

a. Eliminate all logging and log books, except for top secret documents, in all units of the Communications Office. Use mail control slips attached to documents(see l, g and k, above), as control medium by returning a copy each time an action copy of a document is transferred between units.

b. Destroy all "Retain or Destroy" type documents when their usefullness is at an end rather than returning them to the Mail and Files Section.

3. If the above recommendations are placed in effect, it is felt that the individual units, and the Mail and Files too, will have sufficient time to ensure accurate and efficient filing, indexing, and cross referencing. However, at some future date when conditions have become more settled, it will be necessary to study the files of each division seperately and make recommendations regarding actual file classification plans, filing and cross referencing media, and physical arrangement.

[redacted]
ANALYST

25X1

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REQUEST FOR RECORDS MANAGEMENT STUDY

1. This tab provides a copy of the original memorandum from 25X1 [redacted] Chief, Communications Division, Office of Special Operations, dated 25 June 1951, to the Advisor for Management requesting a review of the existing Communications Division filing system and recommendations for its improvement.

2. In addition, it should be stated that some confusion 25X1 resulted when [redacted] Records Management and Distribution Branch, Administrative Services, began the study 25X1 requested by [redacted]

25X1 [redacted] discussions with [redacted] Administrative 25X1
Officer, Communications Office [redacted] Chief, Mail and 25X1
Files Section, Administrative Staff, and the Communications Office division chiefs, disclosed the presence of various other problems which indicated the need for a more detailed study, generally broader in scope, than indicated in the attached memorandum. The study was to include the functions and procedures of the Mail and Files Section, intra-Office mail procedures, including control mechanisms, and the division files. With the approval of [redacted] such a 25X1
study was begun.

Through unfortunate misunderstanding, ~~someone, evidently~~ 25X1 [redacted] ~~objected to~~ that part of the study not dealing exclusively with the filing system. As a result, [redacted] 25X1 called the Advisor for Management indicating dissatisfaction 25X1 with the work undertaken by [redacted]

On 10 August 1951 this writer called [redacted] to 25X1 determine what type of study was required. Some of the confusion was dispelled when he verified that he wanted the broader study, ~~rather than~~ that indicated in [redacted] 25X1 memorandum of the 25th.

in addition to

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COPY

Advisor for Management
THRU : AD/SO
Chief, Communications Division

25 June 1951

This office contemplates the establishment of a more centralized and simplified filing system within the Communications Division. In this connection, it is requested that the services of an expert on office management systems be made available for the purpose of conducting a review of the existing filing system leading to a recommendation of methods for its improvement.

[redacted]

25X1

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INITIAL REPORT OF RECORDS MANAGEMENT STUDY

1. This tab provides a copy of [redacted] memorandum of 25 July 1951 to the Chief, Records Management and Distribution Branch, Administrative Services, summarizing his study of the records problems in the Communications Office from 25 June to 25 July.

25X1

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C O P Y

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Chief, Records Management & Distribution Br. 25 July 1951

25X1 [redacted]

Records Study in Communications Office

1. This summarizes the study of records problems in the Communications Office to date. This study was conducted by assignment to this Branch for action of a memo to the Advisor for Management, dated 25 June 1951, from the Chief, Communications Division (then part of OSO)

2. In the initial interview with [redacted] Administrative Officer, 25X1
25X1 it was arranged for [redacted] Chief of the Mail and Files activity to introduce the writer to Branch Chiefs. Incidentally, the writer was erroneously identified as being from Management, in that he was introduced as the person sent in response to their request to the Advisor for Management for help in records problems.

25X1 3. Discussions with [redacted] and the Branch Chiefs call attention to two problems, the first, the difficulties of physically getting documents to the activities which should take actions, and the second concerned the problems of filing and finding filed material. Work was undertaken in this order.

4. It was discovered that Branches experienced difficulties not so much with the existing filing systems and with finding enough time to perform filing operations and preparing necessary finding aids. A few changes in the Mail and Files section will save 2 man-hours per day which could be spent in other work. Assignment of a messenger to the Mail and Files to carry papers back and forth to the Branches will save each one an hour or more a day to spend in files maintenance. Branch clerks could find more time for files work if their own logging operations were simplified.

5. At the same time these observations were being made, the writer was also considering how the files should be set up. It was observed that the case filing in the Branches was largely adequate, though cross-indexing is necessary in several cases. It does not appear reasonable to centralize all files, but files in the Operations Branch and to some extent in the Administrative offices, should be centralized, with one or more persons assigned full-time responsibility for their operation. Further study of these files should be made.

6. A verbal progress report, incorporating these observations was made to 25X1
[redacted] on 18 July. It was hoped that a written report could be made within a few days thereafter, to form the basis for initial corrective actions of Communications Office. It was recognized that continued study would be needed to smooth out some of the problems of handling material received via pouch and of coordination of documents requiring immediate action involving more than one Branch.

(Signed)
W. J. M.

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TAB C1

BACKGROUND INFORMATION

During July 05

1. ~~On 1 July~~ 1951 the Communications Division, Office of Special Operations, became an independent organization on the Office level. As a result, the need arose for dealing with the receipt, processing, filing, controlling, and dispatching of cables and other documents previously handled by Office of Special Operations mail and file units. This, in turn, led to the establishment of the Mail and Files Section, Administrative Staff.

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TAB C2

STATEMENT OF THE PROBLEM

1. The Administrative Officer, Communications Office, is desirous of obtaining recommendations regarding the functions and procedures of the newly established Mail and Files (Registry) Section, Administrative Staff, and the establishment of a simplified filing system for use in all divisions of the Communications Office.

2. In this writer's conversations with the Administrative Officer, and, more particularly, [redacted] the Mail and Files Section Supervisor, it became evident that plans pertinent to the future functions and procedures of the Mail and Files Section had progressed quite far. In fact, Mr. [redacted] of OSO/IID had visited with [redacted] outlining the similar activities in the Office of Special Operations and drawing up an organization and functions program for the Mail and Files Section. He also left her a copy of the OSO/IID mail and file manual.

It is my impression that [redacted] has no desire to have any help in setting up mail and files procedures, since she believes she already has adequate plans. She would like approval of these plans, however.

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EXISTING CONDITIONS AND OPERATIONS

1. Incoming and Outgoing Mail

a. The Mail and Files Section of the Administrative Staff receives and dispatches all mail entering or leaving the Communications Office, except cryptographic material which is received initially by the Signal Center, and some items occasionally delivered unopened to the Assistant Director for Communications. This section has a staff of three, including the supervisor.

b. Mail is received and dispatched by the following means:

(1) Mail to and from OSO, OPC, Signal Center, and other offices in L, K, and I buildings is received and dispatched in locked pouches every hour via OSO/TID top secret courier.

(2) Mail to and from offices in Quarters I, other than the Communications Office, is received and dispatched hourly via CIA messengers.

(3) Special deliveries only are made by CIA couriers.

(4) Employees of the various Communications Office divisions deliver and pickup all internal (intra-Office) mail required to pass through the Mail and Files Section. No set schedule is adhered to.

(5) OSO/TID provides service for Communications Office overseas pouch traffic.

2. Mail and Files Section

a. In addition to initial receipt and final dispatch of mail, the Mail and Files Section is charged with the following duties:

(1) Review of incoming mail for abstracting, recording, and routing.

(2) Control of incoming and outgoing mail by assignment of control numbers, preperation of control slips(Form 35-1), and maintenance of suspense records.

(3) Control of top secret documents as an Area Top Secret Control Office.

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(4) Control of intra-Office mail.

(5) Maintenance of files of control slips, pseudonyms (cover names for individuals), and cryptonyms(cover names for projects in which the Communications Office has an interest).

b. Receipt, routing, and control procedures are indicated as follows:

25X1 The mail clerk [redacted] receipts for all cables and mail except non-cable top secret material, which is receipted for by the typist [redacted] 25X1

Mail Clerk

(1) Opens envelopes and checks contents with the inside document receipt.

(2) Signs receipts and places them in outgoing mail.

(3) Sorts all documents which can be handled without routing into mail distribution rack - desk.

(4) Reviews other documents to determine whether they should be routed for action, information or confirmation.

(5) Selects appropriate cover sheets and attaches to documents.

(6) Determines originators control number and marks cover sheet in space indicated for "Accession Number."

(7) Determines recipients control number and marks cover sheet in space indicated for "Date Received SA."

(8) Stamps in the "Comments" column of the cover sheet either "Extra Copy To -" or writes "No Extra Copy" if only one copy was received.

(9) Checks the Mail and Files Section document log for previous Mail and Files Section control number if the document makes reference to a previously handled document . Finds previous control slip and attaches to the document for information of the router.

(10) Places mail on the Mail and Files Section supervisor's desk for routing.

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Mail and Files Section Supervisor

(11) Reads each document to determine action branch and any other routing.

(12) Writes routing on cover sheets of various copies for action, information or confirmation.

(13) Writes additional(secondary) routing of copies on cover sheets after the stamped notation "Extra Copy To -."

(14) Indicates priority handling, if necessary.

(15) Writes abstract of the document in longhand on a 3" x 5" slip and attaches to document.

(16) Indicates suspense date.

(17) Places documents on typist's desk.

Typist

(18) Writes Mail and Files Section control number on cover sheet and first page of documents.

(19) Makes longhand entry in log showing Mail and Files Section control number, cable or pouch number, other identifying numbers, and an abstract of the subject of the document.

(20) Types 3" x 5" control slip(Form 35-1), in six copy sets, showing Mail and File Section control number, cable or pouch number, document date, abstract of the subject, routing, and suspense date.

(21) Removes control slip copy number one for filing in the Suspense File; copy number two for filing in the Source File.

(22) Staples control slip copy number three to the action or confirmation copy of the document; copies four, five, and six to the information copy(copies) of the document.

(23) Places documents in completed work basket.

Mail Clerk

(24) Picks up completed documents and sorts into mail distribution rack.

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(25) Makes longhand entry in the Mail and Files Section suspense log of control numbers and unit to which documents were routed.

(26) Files the number two copies of control slips in the Source File by source and control number.

(27) Files the number one copies of control slips in the Suspense File, or in the regular Control File if not a suspense item. Both files arranged by control numbers.

(28) Follows up on incoming communications requiring action(cables - two days, priority cables - one day, memoranda - ten days, pouches - ten days).

e. Outgoing mail is processed in substantially the same manner as explained above.

3. Communications Office Divisions

a. The various divisions pointed out no serious deficiencies in the present mail and filing system except difficulty in finding time to maintain their files, especially in indexing and cross referencing.

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STAT

TRANSMITTAL SLIP

9-1-51
DATE

TO:		
BUILDING	ROOM NO.	

REMARKS:

For review and further direction.

STAT

FROM:		
BUILDING	ROOM NO. 9	EXTENSION

FORM NO. 36-8
SEP 1946

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29 August 1951

MEMORANDUM FOR CIA RECORDS OFFICER

SUBJECT: Preliminary Survey Report of the Communications Office

A study of the records problems of the Communications Office has been completed. The preliminary report, supported by attachments A through C3, is submitted for review. The attachments are identified as follows:

Tab A	- Request for Records Management Study
Tab B	- Initial Report of Study
Tab C1	- Background Information
Tab C2	- Statement of the Problem
Tab C3	- Existing Conditions and Procedures

DISCUSSION

During the course of this preliminary study, the scope of which is indicated in Tab C2, the following observations were made:

1. The Communications Office is new(see Tab C1), and untried, even though it once operated as a division of the Office of Special Operations. There has been no adequate "shake-down" period for administrative procedures. As a result, a fluid situation, bordering on confusion, exists(see Tab A, Par. 2 as an example). Any organization undergoing a major reorganization, with its segments taking on new and unfamilier duties, presents the same problems.

2. As the entire organization is affected so are its parts, the Administrative Staff(including the Mail and Files Section), of the Communications Office, in this case, being no exception. However, it appears that the Mail and Files Section is performing its job and the Supervisor has, and is continuing to, formulate plans(see Tab C2, Par. 2) for the functioning of mail and files activities. In fact, I believe that this study was, in part, requested to gain support for and lend backing to plans already made or in process of being made.

3. The primary difficulty confronting all units of the Communications Office is lack of time to perform necessary mail and filing functions. This lack of time may be divided into two component parts; (a) in physically getting documents to the activity which should take action, and, (b) in filing and finding of filed material. The actual division and branch files seem quite adequate, although there is some need of better indexing and cross referencing.

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RECOMMENDATIONS

In order to resolve the primary difficulty confronting the units of the Communications Office(as outlined in Par. 3 above), and to ensure maximum control of material with a minimum of control effort, it is recommended that:

1. Certain unnecessary steps now performed in the Mail and Files Section, Administrative Staff, be eliminated and others modified as indicated below.

a. Modify courier receipting procedure(Tab C3, Par. 2b), by preparing only two copies of the courier receipt rather than three as at present, leaving the second copy in the courier receipt book for the courier to sign.

b. Eliminate the handwritten abstract(Tab C3, Par. 2b(14)), made by the Mail and Files Section supervisor, allowing the typist to compose and type the control slips(Tab C3, Par. 2b(20)), in one operation. The supervisor should indicate routing only, thereby saving time for more important duties.

c. Abbreviate all words possible, including security classifications, when control slips are typed.

d. Indicate only the date a document is dispatched from the Mail and Files Section, unless it is not the same as the date received in the Section, thus eliminating unnecessary typing.

e. Route documents to action officers, not just to divisions or branches.

f. Establish a routing guide for the router in the Mail and Files Section. Although it may not be necessary for the router to refer to this guide often, it will provide a quick locator when needed, and will ensure accurate routing in the absence of the Section supervisor.

g. Eliminate all logging and log books, except for top secret documents, in the Mail and Files Section(Tab C3, Par. 2b(18) and (24)). Use control slips as logs(note 'k' below and Par. 2a, Recommendations).

h. Establish the number one copies of the control slips, because of their legibility and good condition, as the primary Control Number File.

i. Establish the number two copies of the control slips as the Suspense File.

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RECOMMENDATIONS(Cont'nd)

j. Establish the number three copies of the control slips as the Source File.

k. Attach all other copies(numbers four, five, and six), to action documents only and forward. If the action officer transfers an action copy of a document to another person, he will return one copy of the attached control slips to the Mail and Files Section with appropriate information noted on it as to where and when he made the transfer. This recommendation sucessfully eliminates all but top secret logging in all units and, at the same time, ensures a firm control of all action or confirmation copies of documents at all times.

l. Destroy all "Retain or Destroy" type material. Return no such documents to the Signal Center.

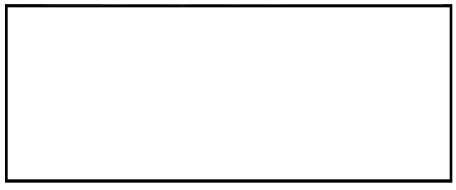
m. Assign a messenger to the Mail and Files Section to make scheduled, and special, intra-Office mail deliveries. This will save several man hours every day of the time of secretaries and clerks in the divisions and branches who normally carry such mail. This time could then be devoted to maintaining unit files.

2. In addition to the above, which deals almost exclusively with the Mail and Files Section, Administrative Staff, it is further recommended that all units:

a. Eliminate all logging and log books, except for top secret documents, in all units of the Communications Office. Use mail control slips attached to documents(see 1, g and k, above), as control medium by returning a copy each time an action copy of a document is transferred between units.

b. Destroy all "Retain or Destroy" type documents when their usefullness is at an end rather than returning them to the Mail and Files Section.

3. If the above recommendations are placed in effect, it is felt that the individual units, and the Mail and Files too, will have sufficient time to ensure accurate and efficient filing, indexing, and cross referencing. However, at some future date when conditions have become more settled, it may be necessary to study the files of each division seperately and make recommendations.



25X1

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REQUEST FOR RECORDS MANAGEMENT STUDY

1. This tab provides a copy of the original memorandum from 25X1 [redacted] Chief, Communications Division, Office of Special Operations, dated 25 June 1951, to the Advisor for Management requesting a review of the existing Communications Division filing system and recommendations for its improvement.

2. In addition, it should be stated that some confusion 25X1 resulted when [redacted] Records Management and Distribution Branch, Administrative Services, began the study 25X1 requested by [redacted]

25X1 [redacted] iscussions with [redacted] Administrative 25X1
Officer, Communications Office [redacted] hief, Mail and 25X1
Files Section, Administrative Staff, and the Communications Office division chiefs, disclosed the presence of various other problems which indicated the need for a more detailed study, generally broader in scope, than indicated in the attached memorandum. The study was to include the functions and procedures of the Mail and Files Section, intra-Office mail procedures, including control mechanisms, and the division files. With the approval of [redacted] such a 25X1 study was begun.

Through unfortunate misunderstanding, someone, evidently 25X1 [redacted] objected to that part of the study not dealing exclusively with the filing system. As a result, [redacted] 25X1 called the Advisor for Management indicating dissatisfaction 25X1 with the work undertaken by [redacted]

On 10 August 1951 this writer called [redacted] to 25X1 determine what type of study was required. Some of the confusion was disspelled when he verified that he wanted the broader study, rather than that indicated in [redacted] 25X1 memorandum of the 25th.

CONFIDENTIAL

STANDARD FORM NO. 64

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190007-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
THRU : AD/SO WJS.
FROM : Chief, Communications Division

DATE: 25 June 1951

SUBJECT: Establishment of Filing System

This office contemplates the establishment of a more centralized and simplified filing system within the Communications Division. In this connection, it is requested that the services of an expert on office management systems be made available for the purpose of conducting a review of the existing filing system leading to a recommendation of methods for its improvement.

[redacted] 25X1

25X1

[redacted]

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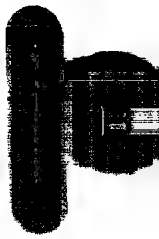
Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190007-0 SECRET TAB B

INITIAL REPORT OF RECORDS MANAGEMENT STUDY

1. This tab provides a copy of [redacted] memorandum of 25 July 1951 to the Chief, Records Management and Distribution Branch, Administrative Services, summarizing his study of the records problems in the Communications Office from 25 June to 25 July.

25X1



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STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management & Distribution Br. DATE: 25 July 1951

FROM :

SUBJECT: Records Study in Communications Office

1. This summarizes the study of records problems in the Communications Office to date. This study was conducted by assignment to this Branch for action of a memo to the Advisor for Management, dated 25 June 1951, from the Chief, Communications Division (then part of OSO)

2. In the initial interview with dministrative Officer, it was arranged for Chief of the Mail and Files activity to introduce the writer to Branch Chiefs. Incidentally, the writer was erroneously identified as being from Management, in that he was introduced as the person sent in response to their request to the Advisor for Management for help in records problems.

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4. It was discovered that Branches experienced difficulties not so much with the existing filing systems as with finding enough time to perform filing operations and preparing necessary finding aids. A few changes in the Mail and Files section will save 2 man-hours per day which could be spent in other work. Assignment of a messenger to the Mail and Files to carry papers back and forth to the Branches will save each one anhour or more a day to spend in files maintenance. Branch clerks could find more time for files work if their own logging operations were simplified.

5. At the same time these observations were being made, the writer was also considering how the files should be set up. It was observed that the case filing in the Branches was largely adequate, though cross-indexing is necessary in several cases. It does not appear reasonable to centralize all files, but files in the Operations Branch and to some extent in the Administrative offices, should be centralized, with one or more persons assigned full-time responsibility for their operation. Further study of these files should be made.

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CONFIDENTIAL

BACKGROUND INFORMATION

1. On 1 July 1951 the Communications Division, Office of Special Operations, became an independent organization on the Office level. As a result, the need arose for dealing with the receipt, processing, filing, controlling, and dispatching of cables and other documents previously handled by Office of Special Operations mail and file units. This, in turn, led to the establishment of the Mail and Files Section, Administrative Staff.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190007-0 TAB C2

STATEMENT OF THE PROBLEM

1. The Administrative Officer, Communications Office, is desirous of obtaining recommendations regarding the functions and procedures of the newly established Mail and Files (Registry) Section, Administrative Staff, and the establishment of a simplified filing system for use in all divisions of the Communications Office.

2. In this writer's conversations with the Administrative Officer, and, more particularly, [redacted] the Mail and Files Section Supervisor, it became evident that plans pertinent to the future functions and procedures of the Mail and Files Section had progressed quite far. In fact, Mr. [redacted] of OSO/IID had visited with [redacted] outlining the similar activities in the Office of Special Operations and drawing up an organization and functions program for the Mail and Files Section. He also left her a copy of the OSO/IID mail and file manual.

25X1 25X1 25X1

25X1 It is my impression that [redacted] has no desire to have any help in setting up mail and files procedures, since she beleives she already has adequate plans. She would like approval of these plans, however.

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TAB C3

EXISTING CONDITIONS AND OPERATIONS

1. Incoming and Outgoing Mail

a. The Mail and Files Section of the Administrative Staff receives and dispatches all mail entering or leaving the Communications Office, except cryptographic material which is received initially by the Signal Center, and some items occassionally delivered unopened to the Assistant Director for Communications. This section has a staff of [redacted] including the supervisor.

25X1

b. Mail is received and dispatched by the following means:

(1) Mail to and from OSO, OPC, Signal Center, and other offices in L, K, and I buildings is received and dispatched in locked pouches every hour via OSO/IID top secret courier.

(2) Mail to and from offices in Quarters I, other than the Communications Office, is received and dispatched hourly via CIA messengers.

(3) Special deliveries only are made by CIA couriers.

(4) Employees of the various Communications Office divisions deliver and pickup all internal (intra-Office) mail required to pass through the Mail and Files Section. No set schedule is adhered to.

(5) OSO/IID provides service for Communications Office overseas pouch traffic.

2. Mail and Files Section

a. In addition to initial receipt and final dispatch of mail, the Mail and Files Section is charged with the following duties:

(1) Review of incoming mail for abstracting, recording, and routing.

(2) Control of incoming and outgoing mail by assignment of control numbers, preperation of control slips(Form 35-1), and maintenance of suspense records.

(3) Control of top secret documents as an Area Top Secret Control Office.

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(4) Control of intra-Office mail.

(5) Maintenance of files of control slips, pseudonyms (cover names for individuals), and cryptonyms(cover names for projects in which the Communications Office has an interest).

b. Receipt, routing, and control procedures are indicated as follows:

25X1 The mail clerk [redacted], receipts for all cables and mail except non-cable top secret material, which is receipted for by the typist [redacted] 25X1

Mail Clerk

(1) Opens envelopes and checks contents with the inside document receipt.

(2) Signs receipts and places them in outgoing mail.

(3) Sorts all documents which can be handled without routing into mail distribution rack on desk.

(4) Reviews other documents to determine whether they should be routed for action, information or confirmation.

(5) Selects appropriate cover sheets and attaches to documents.

(6) Determines originators control number and marks cover sheet in space indicated for "Accession Number."

(7) Determines recipients control number and marks cover sheet in space indicated for "Date Received SA."

(8) Stamps in the "Comments" column of the cover sheet either "Extra Copy To -" or writes "No Extra Copy" if only one copy was received.

(9) Checks the Mail and Files Section document log for previous Mail and Files Section control number if the document makes reference to a previously handled document . Finds previous control slip and attaches to the document for information of the router.

(10) Places mail on the Mail and Files Section supervisor's desk for routing.

Mail and Files Section Supervisor

(11) Reads each document to determine action branch and any other routing.

(12) Writes routing on cover sheets of various copies for action, information or confirmation.

(13) Writes additional(secondary) routing of copies on cover sheets after the stamped notation "Extra Copy To -."

(14) Indicates priority handling, if necessary.

(15) Writes abstract of the document in longhand on a 3" x 5" slip and attaches to document.

(16) Indicates suspense date.

(17) Places documents on typist's desk.

Typist

(18) Writes Mail and Files Section control number on cover sheet and first page of documents.

(19) Makes longhand entry in log showing Mail and Files Section control number, cable or pouch number, other identifying numbers, and an abstract of the subject of the document.

(20) Types 3" x 5" control slip(Form 35-1), in six copy sets, showing Mail and File Section control number, cable or pouch number, document date, abstract of the subject, routing, and suspense date.

(21) Removes control slip copy number one for filing in the Suspense File; copy number two for filing in the Source File.

(22) Staples control slip copy number three to the action or confirmation copy of the document; copies four, five, and six to the information copy(copies) of the document.

(23) Places documents in completed work basket.

Mail Clerk

(24) Picks up completed documents and sorts into mail distribution rack.

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(25) Makes longhand entry in the Mail and Files Section suspense log of control numbers and unit to which documents were routed.

(26) Files the number two copies of control slips in the Source File by source and control number.

(27) Files the number one copies of control slips in the Suspense File, or in the regular Control File if not a suspense item. Both files arranged by control numbers.

(28) Follows up on incoming communications requiring action(cables - two days, priority cables - one day, memoranda - ten days, pouches - ten days).

c. Outgoing mail is processed in substantially the same manner as explained above.

3. Communications Office Divisions

a. The various divisions pointed out no serious deficiencies in the present mail and filing system except difficulty in finding time to maintain their files, especially in indexing and cross referencing.

Records 4-1

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18 August 1951

MEMORANDUM FOR CHIEF, RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

SUBJECT: Records Study in Office of Training

STAT
STAT

1. As requested by [redacted] Deputy Director, and [redacted] Administrative Officer, a study was made of the files in the immediate offices of the Assistant Director for Training.

2. At the same time, Forms 36-211, Records Analysis Worksheet, listing the file series in this office were prepared for analysis and discussion with [redacted] Worksheets covering file series in other portions of the Training Office are yet to be prepared.

STAT

RECOMMENDATIONS:

It is recommended that the procedures, filing manual and filing equipment described in the following attachments be adopted by the Training Office:

Tab A Records Procedures
Tab B Training Office Filing System
Tab B 1 Filing Manual - Training Office
Tab C Filing Supplies - Training Office
Tab C 1 Out Card

[redacted]

STAT

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RECORDS PROCEDURES - TRAINING OFFICE

The comments and recommendations in the following prargraphs are based on a study of the files in the immediate offices of the Assistant Director for Training. The same comments and suggestions might pertain to many other portions of the Training Office or to other Offices.

1. Records Must be Kept - The law requires each Agency of the Federal Government to record and preserve a record of its activities and operations. The law provides procedures for the disposal of records which have no further values. CIA is not exempt from these legal provisions, but the Director of Central Intelligence has been given legal authority to approve destruction of records "without regard to other laws" when necessary to "protect intelligence sources and methods from unauthorized disclosure."

2. Logs are Necessary - For security purposes it is necessary to record the receipt and disposition of classified documents in a log. It is often helpful for administrative purposes to record unclassified documents also. The clerical time required for logging must be kept at a minimum by using abbreviations, initials or symbols, pre-printing or stamping dates or serial numbers and especially by routing directly to lower echelons any items when possible without logging at the higher level.

3. Filing Work Takes Time - The best filing system will be useless if the clerical staff is not given sufficient time to keep the work up to date. One person should be given the definite assignment to maintain the files and do the logging and routing work.

4. Records Should be Marked for Filing - Much time will be saved in filing and finding records if documents are marked with the filing symbols. A filing system which depends upon the memory of the file clerk is lost when the clerk is absent.

5. A Uniform Filing System is Helpful - A Uniform Filing System for a whole Agency is helpful when persons engaged in files work are moved from one part of the Agency to another. The CIA Filing Manual provides for matters of administration common to all Offices and allows for development of classifications covering the "Program" activities. The Filing System shown as Tab B 1 of this report is adapted from the CIA Filing Manual to the needs of the Training Office.

6. The Filing System Should Be Simple - When only a few documents concerning a subject are to be filed, the general classification should be used. If several items accumulate on one aspect of the subject (five to ten items is suggested as a minimum) these items should be pulled from the general folder and refiled under the classification for the specific subdivision of the subject.

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7. Out Cards are Useful - Experience, even in small offices, has shown the value of Out cards to be filed in place of folders removed for use by staff members. A sample Out card is attached, (Tab C 1) Out cards should be kept in the front of each filing drawer for convenience.

8. Extra Copies Should be in a Separate File - It is common practice to file all copies of a report draft or memorandum draft together. These extra copies are often found in the file "several drafts later" though they are no longer necessary. They are allowed to remain because selection for destruction usually requires a review be made by the official preparing the draft. It is recommended that extra copies be marked to "key" them to the record copy, that they be filed by preparation date in a separate "extra copy" file and be destroyed if not used within three to six months.

9. Files Must Not be Over-crowded - Over-stuffed drawers and folders hamper those who use the files, upset the nerves of file clerks and reduce efficiency generally. A second folder should be used when the first has been filled to the capacity intended by the manufacturer.

10. Guides Should be Used - Guides are sign posts to aid in finding documents and are used to add stiffness to a file in order to prevent curling of folders.

11. Filing Supplies Should be Uniform - Recommended types of supplies are listed in Tab C. The following principles should be observed to promote neatness and efficiency:

a. Use legal size folders for legal size drawers and letter size folders for letter size drawers.

b. Use folders with tabs in definite position arrangements for General folders, specific subdivisions, and Alphabetic or Numeric subdivisions.

c. Good weight Kraft folders are economical and satisfactory under most conditions.

d. Tabs on which gummed labels may be placed permit more filing information and may be changed with little effort.

e. Folders with built-in prong fasteners should be used whenever it is necessary to attach papers to the folder.

12. Records Should be Scheduled for Retirement - As early as possible plans for removing records which have lost their value through age should be established. Those records which will have continuing values for historical or administrative purposes should be identified.

13. Vital Records Should be Stored - Copies of documents which require protection should be segregated for transfer to the Vital Materials Repository. If copies are not available, the CIA Records Offices will assist in having microfilm or other copies prepared for storage.

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TRAINING OFFICE FILING SYSTEM

This Filing System is adapted from the CIA FILING MANUAL to the special requirements of the Training Office. It is anticipated that some changes may be necessary in the future.

REQUIREMENTS REGRADING RECORDS -

Persons responsible for filing and disposing of records should be familiar with the following administrative and legal requirements;

1. Legal Requirements - Each agency of the Federal Government is required by law to preserve the record of its activities, and to make disposition of records no longer needed in the manner prescribed. The law provides penalties for violations.

2. Exemption from the Legal Requirements - By law, responsibility has been conferred upon the Director of Central Intelligence to approve administrative actions with regard to records, including the destruction of those no longer needed, without regard to any other law, to the extent necessary to protect intelligence sources and methods from unauthorized disclosure. However, CIA must comply with the provisions of the Records Disposal Act and other pertinent legal requirements insofar as there is no conflict with security.

3. Administrative Requirements - CIA Regulation [redacted] dated 14 July 1951, established a Records Management Program to provide for the preservation and disposal of records and to promote economy and efficiency in record keeping. Responsibility for administration of this program is assigned to the Chief, Administrative Services.

STAT

DEFINITIONS -

The following definitions are helpful in interpreting the legal and administrative requirements with regard to records:

a. OFFICES OF RECORD - Offices having files of "record copies" of documents are Offices of Record when so designated by the CIA Records Officer.

b. RECORDS - The law defines "records" as documents, regardless of physical form or characteristics, made or received by any portion of CIA in connection with the transaction of public business, and preserved or appropriate for preservation as evidence of the organization, functions, decisions, procedures, financial or legal transactions, operations, or other activities, or because of the informational value of data contained therein. The terms Records and Record Materials may be used interchangeably.

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c. NON-RECORD MATERIAL - The law exempts from the definition of records, libfary and museum materials made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents.

d. VITAL MATERIALS - Vital Materials are those specific items in the possession of CIA which are essential to the Agency on a continuing basis, and which in the event of destruction would constitube a serous or irreparable loss.

FILING MANUAL ARRANGEMENT -

1. The Filing Manual is divided into two major portions. The first part, covering the general administrative or "housekeeping" functions include:

000 General
100 Administration and Management
200 Finance
300 Personnel
400 Security
500 Supply, Space and Services
600 Laws and Legal Matters

2. The second portion of the Manual is concerned with "Program" activities. Those printed in the CIA FILING MANUAL are:

700 Procurement and Collection of Information and Intelligence
800 Processing and Evaluation of Information and Intelligence
900 Dissemination of Information and Intelligence

3. For the Program of the Training Office, and additional Division of the Manual is established as follows:

1000 Training Program Activities

Within the Training Office, the classification 360, Training; internship program is not to be used. Instead, documents will be classified within the 1000 series.

Filing codes for subdivisions of these subjects are arranged in groupings of tens and units, with further subdivisions by letters. Decimals are not used. A subdivision might appear as follows:

500
501
501 A
510
511
511 A

520
etc.

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RULES FOR USE OF FILING MANUAL

1. The filing symbol for the major subject of a document should be written on the face of the document in the upper right hand corner.

2. Symbols for general classifications rather than more specific ones should be used if the volume of documents relating to the subject is small.

3. Classifications may be subdivided by names of persons, organizations, or by identifying numbers. Such names or numbers should be written in parentheses as a part of the filing symbol.

4. Documents having secondary subjects should be cross indexed so that a reference sheet may be filed by the classification for these subjects.

5. Documents coded with a particular filing symbol should be filed within a folder by dates of documents.

6. Requests for changes to the Filing Manual should be made to the CIA Records Officer, [redacted] STAT

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FILING MANUAL - TRAINING OFFICE

000 General

001 Reading File

002 CIA Journal

100 Administration and Management

101 Mission and general programs of CIA

101 A Testing and Training Section, Personnel Div.

102 Organization

102 A Organization - CIA

102 B Organization - Office of Training

110 Coordination and cooperation; conferences; liaison; committees; joint operations

111 Coordination and liaison with outside agencies (File here material of a general nature on the subject which may not be filed under the 1000 group)

112 Coordination between CIA Offices and within offices; staff meetings (divide by names of committees, including)

Ad Hoc Committee on Training of Area Specialists

Project Review Committee

Training Liaison Committee

120 Administrative Issuances

121 CIA General Orders

122 CIA Regulations

123 CIA Notices

124 Administrative Issuances of Offices

124 A Training Office Regulations and internal operating procedures

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130 Management Planning and Control

131 Procedural studies and analysis

132 Forms design and control

140 Reports of activity or progress; statistical reports

141 Work Status Reports - Training Office

142 Daily and Weekly Reports

200 FINANCE

210 Budgets

220 Vouchered funds; accounts; systems; procedures

230 Confidential funds; systems; regulations; procedures

300 PERSONNEL

301 Individual personnel folders (file alphabetically by names of employees)

301 A Military personnel folders

310 Employment

311 Applicants; referrals; applications (Alphabetically by names of persons)

312 Recruiting; recruitment requests

314 Status of employees; details; promotions; terminations; special duty

315 Requirements for personnel; Tables of organization (separate folders may be used for different activities)

320 Classification and compensation

321 Position descriptions

322 Pay and allowances (including data on travel and subsistence allowances, but not on the travel itself. Use 531 for travel orders)

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330 Employee regulations and privileges (leave, work schedules, retirement, military service, outside employment, conduct and discipline, solicitation of employees)

340 Employee Services; medical care; credit union; welfare fund

350 Reqards, decorations and citations

400 SECURITY
(May be subdivided according to the classifications in the CIA Filing Manual as necessary)

500 SUPPLY, SPACE AND SERVICES

510 Supplies and Equipment

510 A Selection, specifications; catalogs

510 B Requisitions
(Register of Requisitions; Requisitions expendable and Requisitions non-expendable)

520 Buildings and grounds; space
(Include all matters such as preparation of space, moves, security of space, etc.)

530 Transportation; travel; vehicles

531 Travel; travel orders

535 Parking

540 Communication Service and Equipment

541 Telephones (including requests for agency assistance to obtain residence service)

541 A Directories

544 Intercommunication and signal systems; buzzers

550 Reproduction; printing, photographic and graphic arts services

570 Mail and delivery services

580 Records; systems and services

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590 Libraries and library services; procurement and control of books and periodicals

591 Document Procurement Committee

600 LAWS AND LEGAL MATTERS

700 PROCUREMENT AND COLLECTION OF INFORMATION AND INTELLIGENCE

800 PROCESSING AND EVALUATION OF INFORMATION AND INTELLIGENCE

900 DISSEMINATION OF INTELLIGENCE AND INFORMATION

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TRAINING OFFICE PROGRAM ACTIVITIES

1000 PROGRAMS OF THE TRAINING OFFICE
File under these codes documents concerning the development and approval of the general programs of the Training Office. Use classifications in the 1100,1200, 1300 etc. groups for development of phases of these programs and related activities.

1001 Career Development

1002 Orientation and Indoctrination

1003 In-service Training

1010 Consultants
(File here documents by names of individuals or organizations serving as consultants to the Training Office.)

1100 Training Office Projedts
(File under these classifications documents concerning the development of activities related to Projects. Use the 1300 group for documents on training courses and materials which are not included as project planning work, and the 1400 group for documents conderned with specific Schools)

1110 Clerical training

1120 Language Training

1130 Pyschology Div.- Proposed

1140 Rapid Reading

1150 Testing and Assessment

1160 Training of Supervisors

1200 Trainees; students
Use this group for documents covering the selection, recruitment, training, guidance and placement of trainees. Documents may be filed by names of trainees if desired.

1210 Career Corps Trainees

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1300 Training Courses; Materials, Curricula

1310 Courses of other agencies (may be divided by names of agencies)

1320 Training materials sources

1400 Training Schools
(For document to be filed by names of schools under the proper subdivisions below, relating to the establishment, operation or use by CIA of the schools listed)

1410 Non-governmental Schools (File documents by names of orgainzations)

1420 Schools of the Military Services (By names of Schools)

1430 Schools of U. S. Governmental Agencies other than CIA or the Military Services

1440 Schools operated by CIA or with assistance of CIA (File documents by names of schools)

1441 Proposed National Intelligence College

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FILING SUPPLIES - TRAINING OFFICE

1. GUIDES - Legal Size, Pressboard, Metal Tabs with removable labels, 1/3 cut tabs, First and Second Positions. First Position Tabs are used for Major Divisions of the Filing Manual. Second Positions are used for the Main Subdivisions.

2. FOLDERS - Legal Size, Kraft, 1/3 cut tabs, self-tabs, for use with gummed labels, prong fasteners attached to inside of back cover. Stock Number 564. First Position folders are used for the General Classifications. Second Positions are used for the subdivisions except for the classifications divided by names or serial numbers. Third Position folders are used for Alphabetic or Numeric subdivisions of files.

3. FOLDER LABELS - Gummed Labels, in strips, 4 " width, with all labels of one color. Yellow labels are recommended. Dark colors should never be used.

4. OUT Cards - A sample of Out card is attached, Tab C 1. The printed form should be on both sides of the card.

5. CROSS INDEX SHEETS - Cross index sheets to provide in one file a reference to related material filed in another folder may be a printed form or merely a blank sheet of paper on which the following information is shown:

Date of Record:
Filing Mark: (classification for the cross index sheet)
To: (Addressee of the correspondence)
From: (Name of Writer)
Subject: (Subject of the correspondence, report or other type of document.)
Filed: (Classification where the document is filed)

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OUT

No. or Name	Taken By	Date Taken	No. or Name	Taken By	Date Taken	No. or Name	Taken By	Date Taken

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OUT

No. or Name	Taken By	Date Taken	No. or Name	Taken By	Date Taken	No. or Name	Taken By	Date Taken

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[illegible]:	An extremely outstanding performance.
[illegible]:	An outstanding performance, definitely above average.
SATISFACTORY:	Requirements met without distinction.
MEDIOCRE:	Minimum requirements barely met.
POOR:	A deficient performance. Definitely below average.
FAILED:	Fail or formally declared unsatisfactory performance.

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SAMPLE - Item 1 - General Intelligence and Orientation

STAT

REPORT OF TRAINING

Office of Training

Date
(Month) (Day) (Year)

NAME OF STUDENT: SEX: AGE:

COURSE:

OFFICE: TLO:

FINAL OVERALL ACHIEVEMENT RATING FOR THE COURSE:

RESULTS OF APTITUDE TESTS PRIOR TO CLASS:

TESTS	RATINGS
Mental Speed:	
Language Aptitude:	
Verbal Intelligence:	

TRAINING RECOMMENDATIONS:

FOR THE DIRECTOR OF TRAINING:

STAT

Registrar

WJM/Aug 51

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Distribution of Copies

Copies 1 & 2 filed in TRAINING FOLDER FILE
3 filed by Training Liaison Officer
4 filed in Personnel Jacket in Personnel Office

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SAMPLE

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190007-0

Item 1. General Intell. & Orientation

CONFIDENTIAL

STAT Division [ ]

Date of this request _____
Date Month Year

REQUEST FOR TRAINING
(Two copies of form to be forwarded to Office of Training)

Name _____ Age ____ Sex ____
Last First Middle

Job Title _____ GS rating ____

Check level of present security clearance: Uncleared ☐ Provisional ☐ Secret ☐ Top Secret ☐

Office _____ For consultation call _____ Ext.

Courses Requested

☐ Intensive Russian Language (UTG/A)

☐ General Intelligence (UTG/A)

☐ Rapid Reading

☐ Clerical Training (Specify courses below)

☐ Outside Language Training (Attach four copies of a memo in accordance with Regulation [ ] STAT

☐ Other (Give details below)

When will student be available for training? _____ _____ _____
Date Month Year

Approved by (Signature of Staff or Div. Chief) _____

Signature of sponsoring officer _____

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CONFIDENTIAL

TF - 1
Aug 51

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Distribution of Copies:

One copy filed in TRAINING FOLDER File in General Intelligence and Orientation Division (Dr White Lane)

One copy filed by Administrative Officer at CIA school

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Sample - Item 3 - General Intell. and Orientation Div

Registration - Office of Training

Date _____

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Name _____ (Last) _____ (First) _____ (Middle) _____ GS Rating

Legal Address _____ EOD _____

D.C. Address _____ D.C. Phone _____

Office _____ TLO _____ Ext _____

Course _____ (Date) _____ to _____ at _____ (Place)

Course _____ _____ to _____ at _____

Course _____ _____ to _____ at _____

Course _____ _____ to _____ at _____

Clearance _____ Training Completed _____

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Name _____ _____ _____ Birth Date

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Destruction

One copy Filed by Registrar

One copy Filed by Admin. Officer at the CIA School

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NAME (Last) (First) (Middle)				DATE (Mo.) (Da.) (Yr.)
DATE OF EXAM. (Mo.) (Da.) (Yr.)	SEX	AGE	NO. YRS. HIGH SCHOOL	NO. YRS. COLLEGE
MAJOR FIELDS OF STUDY				
				DEGREES
EXAMINER				TRS COURSE
JOB ASSIGNMENT				
RATING	CAF	(or) P	(or) Rank	
EMPLOYEE?				
REMARKS				

SAMPLE - Psychologist/Staff Trainee

TRAINEE BATTERY FORM

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FORM NO. 51-71
NOV 1948

TEST	FORM/REV.	T-S	T-F	R	W	O	T	RATING
SPELLING								
ENGLISH USAGE: AC								
AC–AITC								
AITC								
WORD MEANING								
PUNK. & CAP.								
LOGICAL REASONING								
BASIC NO. SKILLS								
MENTAL ALERTNESS								

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Next 6 Page(s) In Document Exempt

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Name _____ Referred by _____ Date of _____ (Papers) (Interview)

Address _____ Marital Sta _____ Dependents _____

Phone _____ 10-9

Birth _____
(Year) (Place)

Degree	Institution	Year	Major	Minors	Standing

Ex. Cur. Act. _____

Empl. Exper. _____

Mil. Exper. _____

O/S Travel _____

Lang.	Speak	Read

Remarks:

Tests
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Referred _____ endin _____ Accepted _____

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Sample of Item 4 (Type) CIA Intell. Sch. 1

2 " Negative

3 " D. C. Print from the

Typewriter

For record - file

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